

24. Click the SUBSCRIBE TO APPLICATIONS button. The “Subscription” page will display.

SUBSCRIPTION

Please Select from the list

DCH Prior Authorization Application

DCH Procedure Reference Application

DCH Vital Records Application

DCH Warrant Rollup Application

Michigan Childhood Immunization Registry

Michigan Disease Surveillance System

Michigan Sign Out Demo Application

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25. Click the drop-down arrow to reveal the options within the application selection list.

26. Select the “Michigan Disease Surveillance System” option by pointing at the phrase and clicking your left mouse button.

27. Click the NEXT button. The “Subscription for: MDSS” page will display.

MDCH

Department of Community Health

Michigan.gov

AN OFFICIAL STATE OF MICHIGAN WEBSITE

Subscription For: MDSS

\* Indicates required field

Work Phone\*

Your E-mail\*

mcclarc@cablespeed.com

Include area code eg: 517-123-3456

Continue

Reset

Back

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28. Enter the values for the fields. Fields displayed with an asterisk (\*) are required.

29. Click the CONTINUE button. The “User Enrollment Confirmation” page will display.

30. Click the SUBMIT button. The “Enrollment Acknowledgment” page will display.

31. Click the CLOSE button. This will close your Internet browser and your request session will end.

Once your access to MDSS has been granted, you will receive an access approval e-mail.

## Registering with MDSS

The final step to gaining MDSS access is to register with MDSS. To register with MDSS, you must perform the following steps:

32. Using your Internet browser, type the following into the location/address text box: <https://sso.state.mi.us>

33. Press the ENTER key. The “State of Michigan-DCH Login” page will display.

34. Enter in your Single Sign-On User ID and Password.

35. Click the LOGIN button. The “SOM-DCH Application Portal” page will display.

36. Click the Michigan Disease Surveillance System link. The MDSS User Registration Form will display.

MDCH

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MDSS User Registration

First Name

Cheryl

Last Name

Modarid

Address

City

County

State

Zip

Create User

☐ Doctor's Office

☐ Laboratory

☐ Infection Control Professional

☐ Public Health Provider

Doctor's Office

License Number

Facility Name

Laboratory

License Number

Facility Name

Infection Control Professional

Job Title

Facility Name

Public Health Provider

Title

State

Jurisdiction

Cancel

Reset

Register

Help

Michigan.gov Home | Site Map | State Web Sites | Contact Michigan | FAQ | Privacy Policy | Link Policy | Accessibility Policy | Security Policy | MDSS Support

v 1.0 2014 | Last update: 3/14/2004 5:57 pm EST | Not logged in

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37. Enter the values for the fields.

38. Click the REGISTER button.

Until your MDSS access level (role) is assigned, you will not have access to MDSS.

## Getting a User Role

After you have completed the *Getting Started* checklist, the appropriate local health jurisdiction administrator will review your registration information and assign an appropriate access level (role).

# Michigan Disease Surveillance System



## User Registration QUICK REFERENCE

Michigan Department of Community Health



Jennifer M. Granholm, Governor  
Janet Olszewski, Director

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5,000 printed at \$.10 per copy with a total  
cost of \$516.23

# Getting Started

There are several steps required to access MDSS. These steps are outlined in the checklist below:

- ❑ You must have a valid Single Sign-On User ID and password. The section [Single Sign-On Registration](#) will walk you through the steps of obtaining your SSO User ID and password.
- ❑ You must request permission to access MDSS. The section [Requesting Access to MDSS](#) will walk you through the steps of requesting access to MDSS.
- ❑ You must complete the MDSS user registration. The section [Registering with MDSS](#) will walk you through the steps of registering within MDSS.
- ❑ You must be assigned a role within MDSS. The section [Getting a User Role](#) will discuss the process of obtaining a user role.

## Single Sign-On Registration

If you have a valid Single Sign-On *User ID* and *Password* (e.g., Michigan Childhood Immunization Registry users), please proceed to the next section, [Requesting Access to MDSS](#).

1. Using your Internet browser, type the following into the location/address text box: <https://sso.state.mi.us>
2. Press the ENTER key. The “State of Michigan-DCH Login” page will display.

3. Click the REGISTER button. The “Registration – Step 1” page will display.

4. Enter the values for the fields. Fields displayed with an asterisk (\*) are required.
5. Click the CONTINUE button. The “Registration – Step 2” page will display.
6. On the top half of the page, choose a four digit number that will be included as part of your User ID (example: jsmith1234). If you do not wish to enter a four digit number, the system can generate one for you.

7. In the textbox on the bottom half of the page, enter the five digit number exactly as displayed within the blue box.

8. Click the CONTINUE button. The “User Registration Confirmation” page will display.
9. Click the SUBMIT button. The “Registration Acknowledgement” page will display.

10. Click the CLOSE button. This will close your Internet browser and end your registration session.

***Your initial SSO password will be sent to you by e-mail and may take up to 24 hours to arrive.***

11. After you receive the SSO registration email, return to the “State of Michigan-DCH Login” page at: <https://sso.state.mi.us/>
12. Enter your *User ID* and *Password* as provided within the email.
13. Click the LOGIN button. The “SSO Expired Password” page will display.

14. Change your password.
  - Passwords must be at least five (5) characters in length.
  - Password entries are case sensitive.
15. Click the CHANGE PASSWORD button. The “Change Challenge/Response Answers” page will display.

16. Enter the values for the fields.
17. Click the OK button. The “Challenge/Response Acknowledgment” page will display.
18. Click the OK button. The “Account Maintenance” page will display.
19. Click the DONE button. The “SOM-DCH Application Portal” page will re-display.

## Requesting Access to MDSS

Once you are a registered user of Single Sign-On, you need to request access to MDSS.

20. Using your Internet browser, type the following into the location/address text box: <https://sso.state.mi.us>
21. Press the ENTER key. The “State of Michigan-DCH Login” page will display.
22. Enter your Single Sign-On User ID and Password.
23. Click the LOGIN button. The “SOM-DCH Application Portal” page will display:

If you see the link **Michigan Disease Surveillance System** within your list of registered applications, you already have permission to access MDSS. Please proceed to the next section, [Registering with MDSS](#).